



Alameda Recreation and Park Department  
2226 Santa Clara Avenue, Alameda - (510) 747-7529 - FAX: (510) 523-4071

# **2011-2012 FALL/WINTER TEEN VOLUNTEER PROGRAM**

**For Teens Who Are Currently In 7th to 12th Grades**

- Want to gain valuable work experience?
- Enjoy working with kids?
- Need to fulfill community service requirement for school?

## **VOLUNTEER FOR THE ALAMEDA RECREATION AND PARK DEPARTMENT!**

### **WHAT DO VOLUNTEERS DO?**

Volunteers are needed to assist Recreation Leaders with youth programs and special events at our local parks. This is a perfect opportunity to gain valuable work experience for future employment opportunities.

**SPACES ARE EXTREMELY LIMITED. SIGN UP EARLY!**

### **HOW DO I APPLY?**

To apply for a volunteer position, teen must fill out the attached application legibly and return it with payment (cash, check, VISA or MasterCard) to the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, 94501.

Once your application has been reviewed, you will be contacted by Andy Wong, Teen Coordinator, to schedule an interview. If you are accepted into the program, you must attend a Mandatory Volunteer Training.



### **DEADLINE:**

All applications are due no later than two weeks prior to the training dates (see schedule below) and are subject to space availability. Not all applicants will be guaranteed an interview. **LATE APPLICATIONS WILL NOT BE PROCESSED.**

### **MANDATORY VOLUNTEER TRAINING INFORMATION**

**Training Date: WINTER SESSION: Thursday, January 19, 2012 - Class #10200**

**Time: 4:00 p.m. to 5:30 p.m.**

**Location: Veteran's Memorial Building, 2203 Central Ave, Room 120, Alameda**

**Cost: \$45 per person - includes training, uniform and materials**

### **WHAT WILL BE COVERED AT THE TRAINING?**

At the training, volunteers will set up their volunteer schedule and receive their shirts that must be worn while volunteering. Volunteers will be issued a timesheet to keep track of all their hours. ***It is the Volunteer's responsibility to have his/her supervisor sign his/her timesheet after each shift.***

### **I'M FINISHED WITH MY ASSIGNMENT. WHAT DO I DO NOW?**

After all hours have been completed, it is the responsibility of the Volunteer to turn in his/her completed timesheet(s) to Andy Wong, Teen Coordinator, in the Alameda Recreation and Park Department **IMMEDIATELY**. Please allow one to two weeks for completion letter to be issued.

**IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE HAVE YOUR TEEN CONTACT ANDY WONG, TEEN COORDINATOR, AT (510) 747-7552**



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## 2011-12 TEEN VOLUNTEER APPLICATION FORM

**This Section MUST Be Completed by Volunteer Applicant Only. Please write legibly.  
Forms filled out by parents or guardians will not be accepted.**

☐ **THURSDAY, JANUARY 19, 2012 - \$45 - #10200**

**IF POSSIBLE, I AM INTERESTED IN VOLUNTEERING AT ONE OF THE FOLLOWING RAP SITES:**

☐ **FRANKLIN PARK**    ☐ **LEYDECKER PARK**    ☐ **LINCOLN PARK**    ☐ **TILLMAN PARK**    ☐ **WASHINGTON PARK**

**MY VOLUNTEER SHIRT SIZE (ADULT SIZE) IS:**    ☐ **SMALL**    ☐ **MEDIUM**    ☐ **LARGE**

**TEEN'S NAME:** \_\_\_\_\_ **BIRTHDATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **AGE:** \_\_\_\_ **GRADE:** \_\_\_\_ ☐ **MALE** ☐ **FEMALE**

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**HOME PHONE:** (\_\_\_\_) \_\_\_\_\_ **TEEN'S CELL PHONE:** (\_\_\_\_) \_\_\_\_\_

**TEEN'S E-MAIL ADDRESS:** (please write legibly) \_\_\_\_\_

**SCHOOL NAME** \_\_\_\_\_ **SCHOOL ADDRESS** \_\_\_\_\_

**MOM/GUARDIAN NAME** \_\_\_\_\_ **WORK OR CELL PHONE** (\_\_\_\_) \_\_\_\_\_

**DAD/GUARDIAN NAME** \_\_\_\_\_ **WORK OR CELL PHONE** (\_\_\_\_) \_\_\_\_\_

### EXPERIENCES (List your experiences in Sports, Aquatics, Drama, Dance, Hobbies, etc.)


### IF YOUR ANSWER TO ANY OF THE FOLLOWING QUESTIONS IS "YES", GIVE DETAILS:

**Have you been convicted of a violation of the law? (A "YES" answer will not automatically disqualify you)** YES\_\_\_ NO\_\_\_

**Remarks:** \_\_\_\_\_

**Is this Court ordered community service?** YES\_\_\_ NO\_\_\_ **If "YES", why?** \_\_\_\_\_

**How many hours were ordered?** \_\_\_\_\_ **What is the Deadline Date to complete hours?** \_\_\_\_\_

**Have you ever been discharged or forced to resign from volunteering?** YES\_\_\_ NO\_\_\_

**Remarks:** \_\_\_\_\_

VOLUNTEER HOURS CANNOT BE USED FOR COURT ORDERED COMMUNITY SERVICE IF COURT ORDER IS ISSUED AFTER YOU BEGIN YOUR VOLUNTEER ASSIGNMENT

### REFERENCES (Job, Personal, School)

NAME	TITLE	ADDRESS	PHONE

### This Section MUST Be Completed by Parent or Guardian

**ALLERGIES, MEDICAL PROBLEMS:** \_\_\_\_\_

**MEDICAL RELEASE:** I do hereby give permission for any certified emergency professional or health care professional to administer any type of medical treatment he/she deems necessary to the above child in case of an emergency and in the event that I cannot be contacted.

**DOCTOR'S NAME** \_\_\_\_\_ **PHONE** (\_\_\_\_) \_\_\_\_\_

**NAME OF INSURANCE** \_\_\_\_\_ **GROUP OR POLICY NUMBER** \_\_\_\_\_

**IN CASE OF EMERGENCY AND I CANNOT BE REACHED, PLEASE CONTACT:** (I understand it is my responsibility to provide current contact information)

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_ **HOME OR CELL PHONE:** (\_\_\_\_) \_\_\_\_\_

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES AND DISCHARGES THE CITY OF ALAMEDA, its directors, officers, employees, agents, and independent contractors from all liability to the undersigned and/or his/her personal representatives, assignees, heirs, and next of kin for any loss or damage and any claim or demands accruing or resulting from injury to the person or property or death of the undersigned, whether or not caused by the negligence and/or property of the City of Alameda, its directors, officers, employees, agents, and independent contractors.
2. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE, whether or not it is due to the negligence of the City of Alameda, its directors, officers, employees, agents, and independent contractors or otherwise while in, upon or about the premises of the City of Alameda and/or while using the premises or facilities or equipment or program transportation thereon.
3. THE UNDERSIGNED HEREBY PERMITS the taking of photographs of themselves and/or the participant by the City of Alameda during recreation classes or activities to be used at the City's discretion.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement has been made.

**I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND THAT ANY FALSE STATEMENTS OF NATURAL FACTS WILL SUBJECT ME TO DISQUALIFICATION OR DISMISSAL FROM THE PROGRAM.**

**TEEN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PAYMENT ENCLOSED:** \$ \_\_\_\_\_ **CASH** ☐ **CHK** # \_\_\_\_\_ **MC/VISA** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **EXP DATE** \_\_\_\_\_